



JANET NAPOLITANO
GOVERNOR

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ENTERPRISE PROCUREMENT SERVICES DIVISION
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SET-ASIDE MEETING

Wednesday, Nov 9, 2005

2:00pm – 3:00pm

Conference Room 104

- MINUTES -

Voting Member Attendees:

John Adler - ADOA
Bertha Whitby - ADOT

Rex Martin – ADOA
Bev Hermon – BH Consulting

Bill Branson – ACI
Les Anderson – AIB

Other Attendees:

Dave Cutty – TCH
Kevin Webster – TCH
Armando Bernascom – QCI
Jean Clark – ADOA

Steven King – Beacon
Loretta Cooley – Commerce
Virginia Wilder-Hayes – QCI
Sally Escarcega – DOR

Doug Casterlin – Beacon
Connie Gibson – ADJC
Steve Ingram – Goodwill

➤ **CALL TO ORDER:** John Adler, 2:00 pm

➤ **ANNOUNCEMENTS:**

- New Set-Aside Chairperson will be Jean Clark effective at the next meeting.
- Rex Martin extended his thanks to those who helped and attended the workshop at the Contract Show. There were approx. 35-40 people in attendance at the workshop.
- NIGP Workshop will be scheduled in early December 2005.
- Due to a downturn in military litter orders AIB will be losing approximately 19% of their Production Services Unit workforce.

➤ **ACCEPTANCE OF MINUTES:** August 17, 2005 Set-Aside Meeting Minutes accepted.

➤ **REVIEW, DISCUSS AND VOTE ON ACCEPTANCE OF APPLICATIONS FOR CERTIFICATION OF NON-PROFIT AGENCIES FOR DISABLED INDIVIDUALS, PER A.R.S. § 31-2636:**

- No applications from non-profit agencies for disabled individuals.

➤ **REVIEW, DISCUSS AND VOTE ON ACCEPTANCE OF ITEMS OFFERED BY ARIZONA INDUSTRIES FOR THE BLIND FOR DESIGNATION AS “STATE SET-ASIDE” PRODUCTS OR SERVICE:**

- Discussed computer media sanitization services as potential AIB set-aside. AIB will research market and report at next meeting.
- **REVIEW, DISCUSS AND VOTE ON ACCEPTANCE OF ITEMS OFFERED BY CERTIFIED NONPROFIT AGENCIES FOR DISABLED INDIVIDUALS FOR DESIGNATION AS “STATE SET-ASIDE” PRODUCTS OR SERVICES:**
 - Paper Shredding Services: Motion for Set-Aside Approved
 - See Handout – Rex Martins Recommendations to the State Set Aside Committee, Off-site Records Destruction Services, Printed Materials, A.R.S. § 41-2636
 - State is working with TCH to maintain Maricopa and Pinal Counties and Beacon Group to maintain Pima County
 - Cost = 0.04¢ per pound
 - Preference is for regular scheduled service but will-call services are available
 - There are approximately 94 locations that currently use the current contract
 - Current Contract Expiration – January 2006
 - What about other counties besides Maricopa, Pinal and Pima?
 - There is no current analysis to base usage by county but previous information shows 90-95% usage in Maricopa County alone.
 - Other Applications
 - Discussed possible Set Aside contract for recycled Copier/Printer Cartridges
- **REVIEW, DISCUSS AND VOTE ON ACCEPTANCE OF ITEMS OFFERED BY ARIZONA CORRECTIONAL INDUSTRIES FOR DESIGNATION AS “STATE SET-ASIDE” PRODUCTS OR SERVICES:**
 - Metal Institutional Products – TABLED
 - Increase of steel prices carried over – to be discussed at next meeting.
 - Linens (Bath Towels/Washclothes) – TABLED
 - ACI would like to take over AIB contract with a slight decrease in cost.
 - Office Furniture – TABLED
 - Drug Testing
 - Suggested as possible State Set Aside
 - DOC, ADJC, DPS may have need for this contract
- **OTHER BUSINESS:**
 - Quarterly Report –Comments are required for this quarterly report (July, Aug, Sep 2005)
- **CONTRACT CHART**
 - Available through www.spirit.com
 - Timeline is under VIP
- **CALL TO PUBLIC:**
 - TCH and Beacon Group offer thanks to the state for the Paper Shredding contract
- **NEXT MEETING**
 - January 11, 2006
- **MEETING ADJOURNED:**
 - 3:00pm